Run,View, and Print a Trial Balance - Detail

Scope

This procedure shows how to view and print a Trial Balance.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

SFA (Program) GL User

Distribution

N/A

Ownership

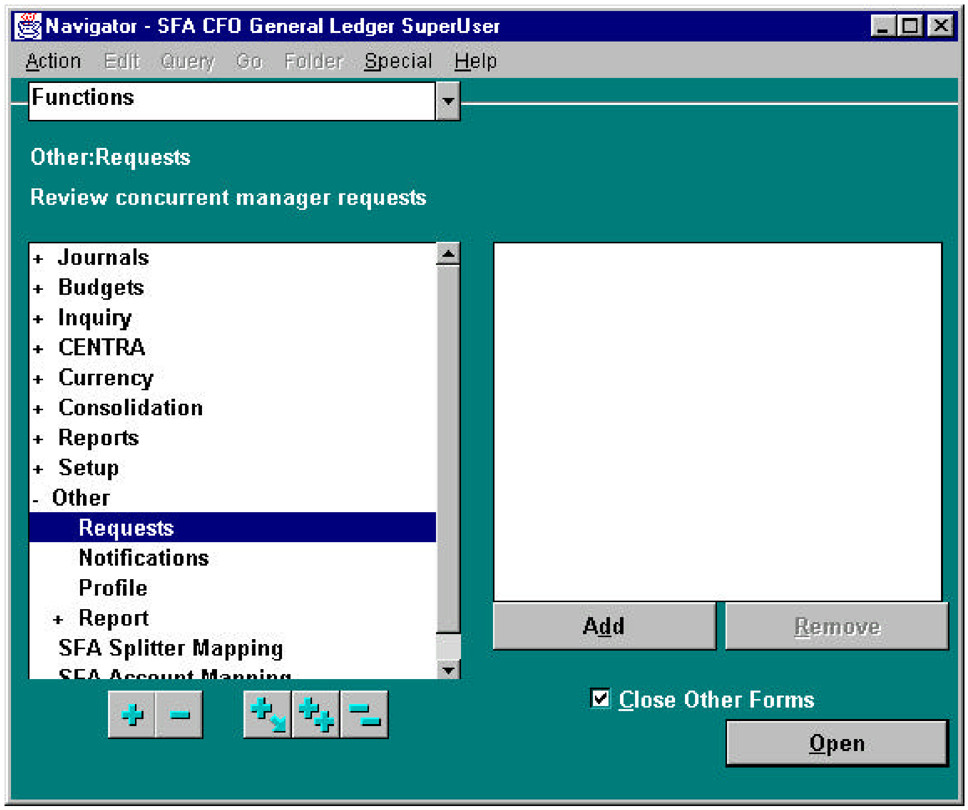
N/A

Activity Preface

The procedure steps below describe running the Trial Balance Detail Report using the SFA CFO General Ledger SuperUser responsibility.

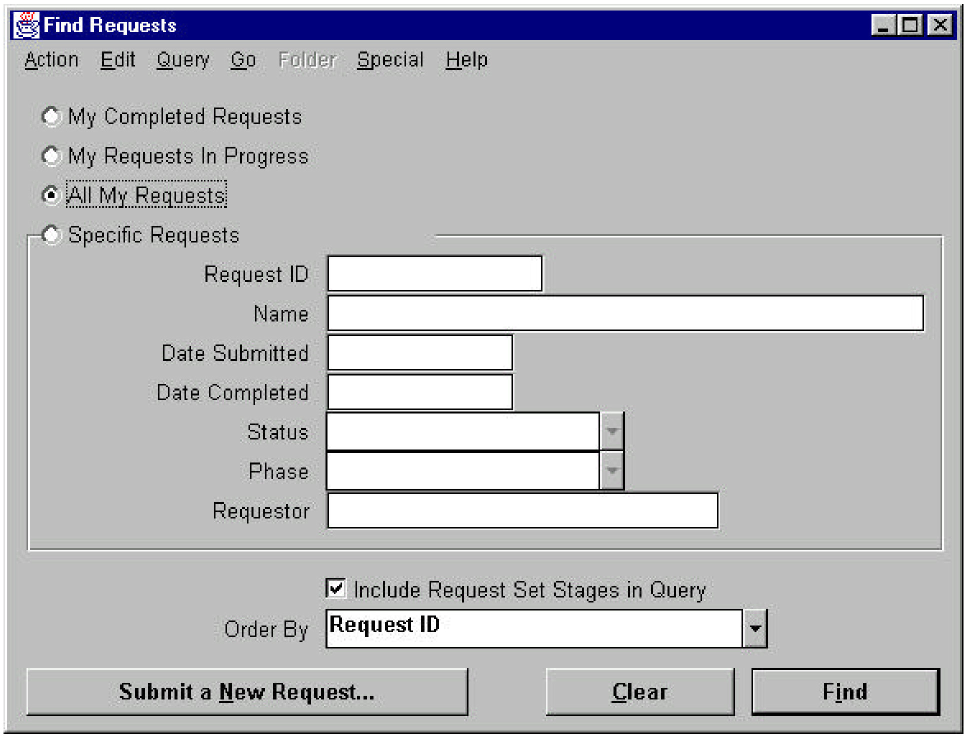
Run, View, and Print a Trial Balance-SFA CFO General Ledger SuperUser; SFA (Program) GL User

1. Sign onto FMS using the **SFA CFO General Ledger SuperUser** responsibility. The "Navigator" Window appears.

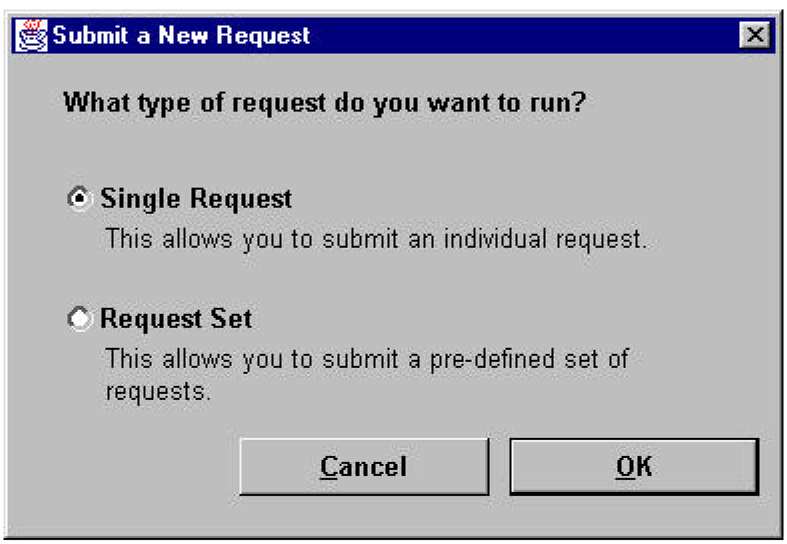


2. Double-click **Other**. The Other sub-menu appears.

3. Click **Requests** and click the **Open** button. The "Find Request" window appears.

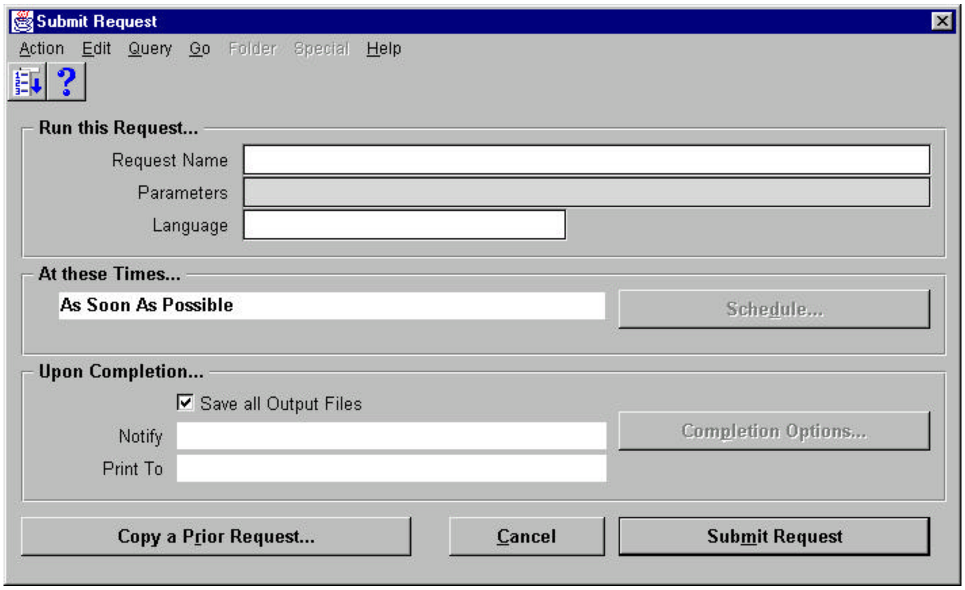


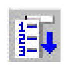
4. Click the **Submit a New Request** button. The "Submit a New Request" window appears.

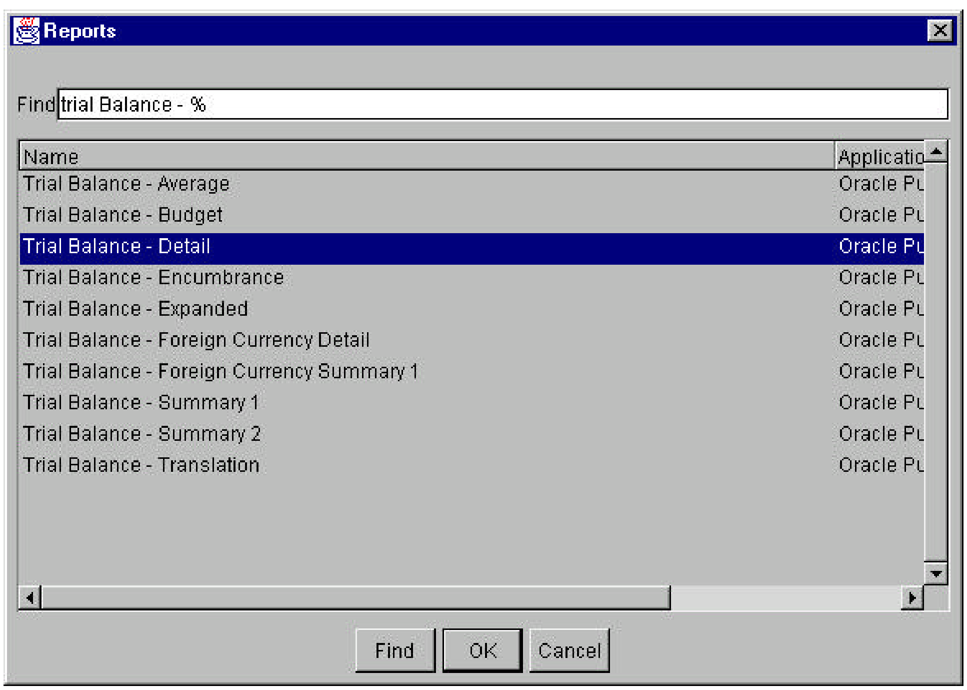


5. Click the **Single-Request** field.

6. Click the **OK** button. The "Submit Request**"** window appears.

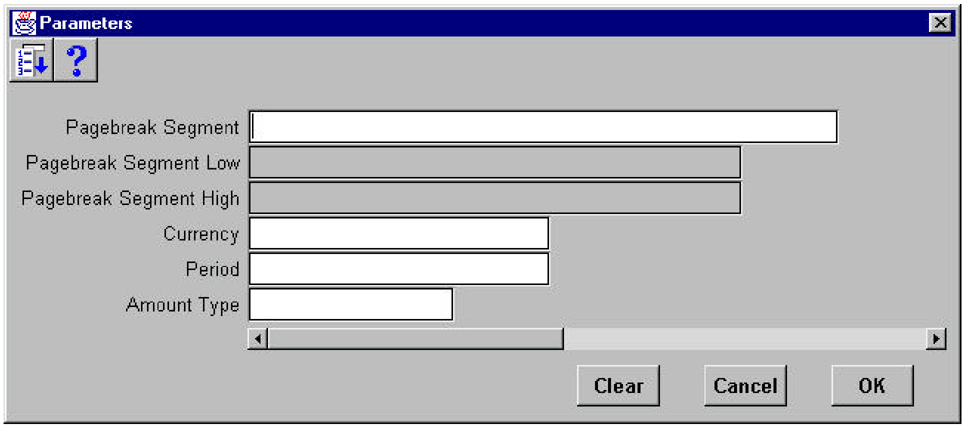


7. Click the **List of Values**  icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.



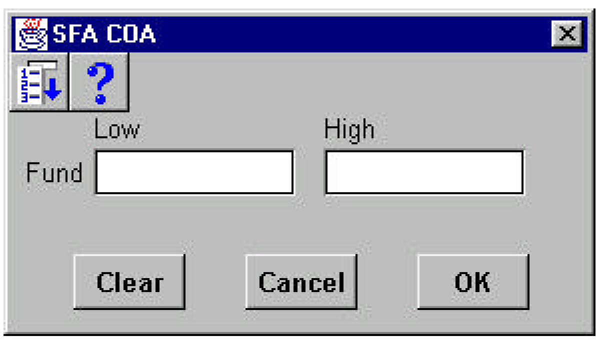
FYI: Type the letter "T" to display a list of reports starting with this letter.

8. Click the report name and click the **OK** button. The "Parameters" window appears.



9. Tab to the **Pagebreak Segment** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

10. Tab to the **Pagebreak Segment Low** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field. The "SFA COA" window appears.



11. Tab to the **Fund Low** field and type the fund number or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.

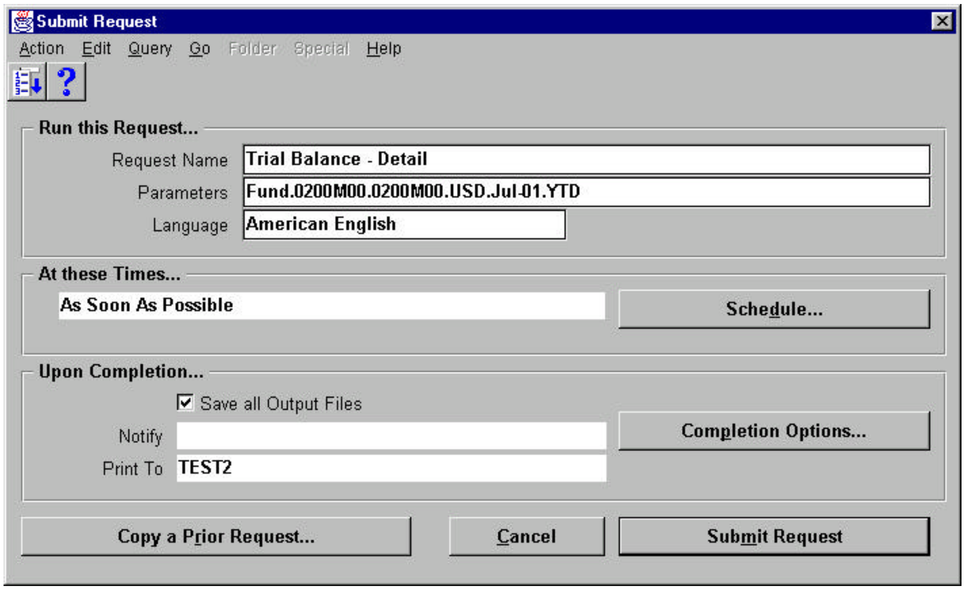
12. Click the **OK** button. The "Parameters" window appears with the **Pagebreak Segment Low** field and the **Pagebreak Segment High** field populated.

13. Tab to the **Currency** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

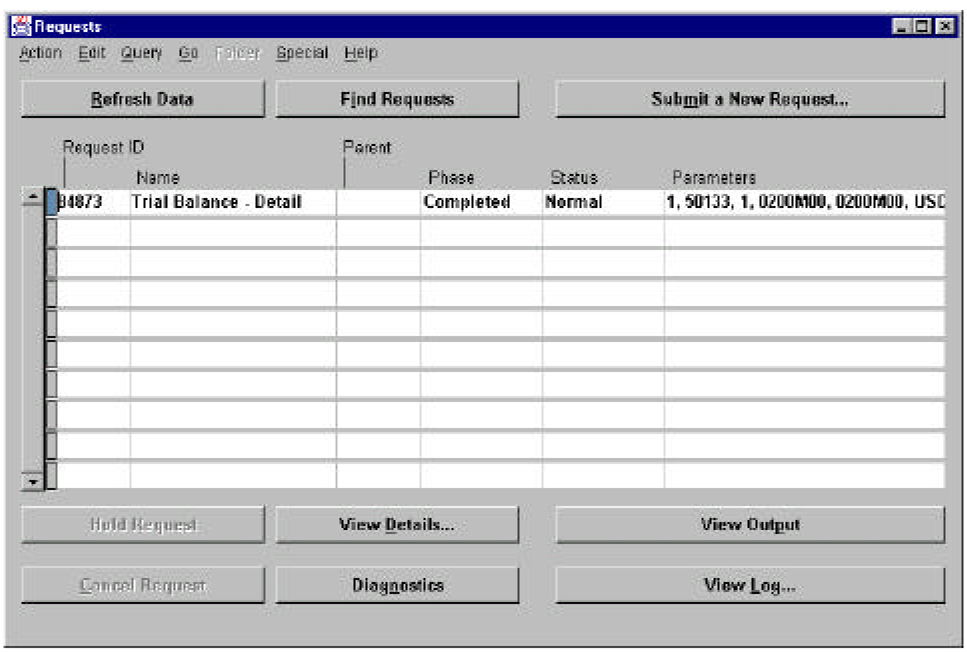
14. Tab to the **Period** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

15. Tab to the **Amount Type** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

16. Click the **OK** button. The "Submit Request" window appears.



17. Click the **Submit Request** button. The "Requests" window appears.

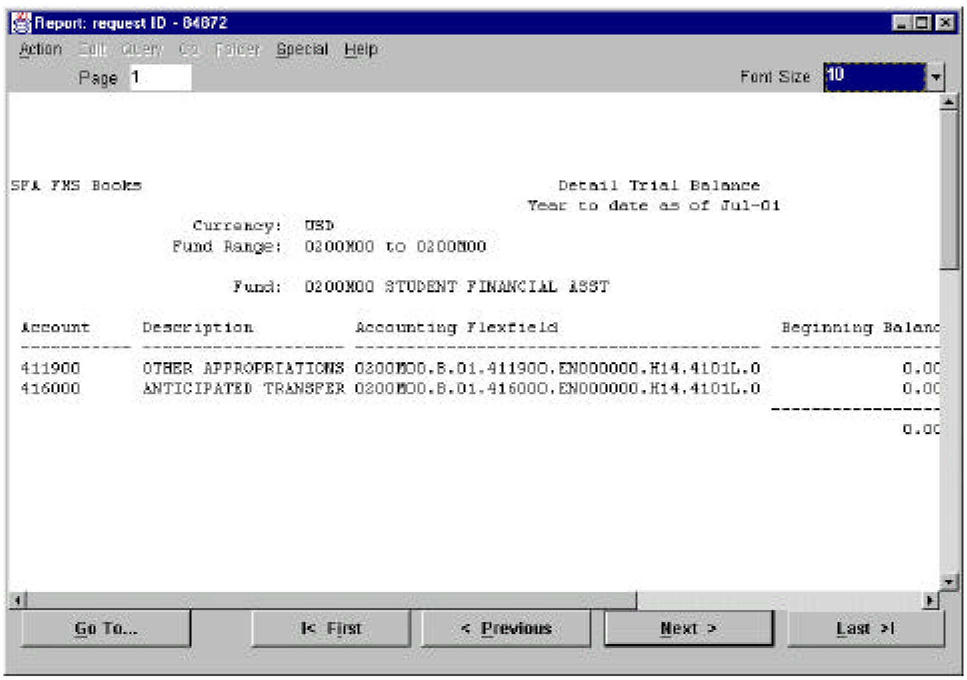


18. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

19. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

20. Once the Request is completed, click the **View Output** button to view the Trial Balance Detail Report. The "Report: request ID - # " window appears.



21. Click the **Font Size** field to change the font size of the report for easier viewing.

22. Use the **scroll bar** to move through the report.

23. To print the report, select **Copy File** from the **Special** menu. The report is copied into your internet browser and can be printed using the print command of the internet browser.

24. Once the report prints, close the internet browser window displaying the report.

25. Click the **X** button to close the “Report: Request ID - # ” window. The “Requests” window appears.

26. Click the **X** button to close the “Requests” window. The “Navigator” window appears.

End of activity.

Start

Run, View, & Print a Trial Balance-SFA CFO GL SuperUser

- Sign onto FMS using SFA CFO GL SuperUser responsibility. "Navigator" Window appears. (1)
- Double-click Other. Other sub-menu appears. (2)
- Click Requests & click Open button. "Find Request" window appears. (3)
- Click Submit a New Request button. "Submit a New Request" window appears. (4)
- Click Single-Request field. (5)
- Click OK button. "Submit Request" window appears. (6)
- Click List of Values icon on "Submi Request" window to select from a list of valid values for Request Name field. "Reports" window appears. (7)
- Click report name & click OK button. "Parameters" window appears. (8)
- Tab to Pagebreak Segment field & click List of Values icon on Parameters window to select from a list of valid values for that field. (9)
- Tab to Pagebreak Segment Low field & click List of Values icon on Parameters window to select from a list of valid values for that field. "SFA COA" window appears. (10)
- Tab to Fund Low field & type fund number or click List of Values icon on "SFA COA" window to select from a list of valid values. (11)
- Click OK button. "Parameters" window appears with Pagebreak Segment Low field & Pagebreak Segment High field populated. (12)

Run, View, & Print a Trial Balance-SFA CFO GL SuperUser

- Tab to Currency field & click List of Values icon on Parameters window to select from a list of valid values for that field. (13)
- Tab to Period field & click List of Values icon on Parameters window to select from a list of valid values for that field. (14)
- Tab to Amount Type field & click List of Values icon on Parameters window to select from a list of valid values for that field. (15)
- Click OK button. "Submit Request" window appears. (16)
- Click Submit Request button. "Requests" window appears. (17)
- Click Refresh Data button to update info on this window. This window displays Phase & Status of your report request. Phases : Pending, Running, & Completed. Statuses : Normal & Error. You may need to click Refresh Data button multiple times until request is completed. (18)
- While data is being refreshed, you can minimize "Requests" window & open "Navigator" window to work on other tasks. In order to check on progress of your requests, maximize "Requests" window to view Phase & Status. (19)
- Once Request is completed, click View Output button to view Trial Balance Detail Report. "Report: request ID - # " window appears. (20)
- Click Font Size field to change font size of report for easier viewing. (21)
- Use scroll bar to move through report. (22)

Run, View, & Print a Trial Balance-SFA CFO GL SuperUser

- To print report, select Copy File from Special menu. report is copied into your internet browser & can be printed using print command of internet browser. (23)
- Once report prints, close internet browser window displaying report. (24)
- Click X button to close "Report: Request ID - # " window. "Requests" window appears. (25)
- Click X button to close "Requests" window. "Navigator" window appears. (26)

End